

HUMAN RESOURCES OFFICE

SASEBO JAPAN

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: FAS-20-04

TITLE/SERIES/GRADE: CHILD DEVELOPMENT CENTER DIRECTOR / GS-1701-09

SALARY: \$36,478 – \$47,422

OPEN DATE: 05/17/04

FIRST CUT-OFF DATE: 05/24/04

CLOSING DATE: Open until filled

ORGANIZATION: Department of the Navy, Commander Fleet Activities, Sasebo, Morale, Welfare and Recreation Department, Child Development Center, Main Base

AREA OF CONSIDERATION: Current permanent federal employees (career/career-conditional), VRA eligibles, VEOA eligibles, NAF/AF interchange eligibles, reinstatement eligibles, military spouses/family members [and all other U.S. citizens for which there is an appointing authority](#) in the Sasebo commuting area.

NOTES:

1. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will **NOT** be granted.
2. Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire may not be granted to an applicant who does not currently receive these allowances and benefits.
3. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
4. A one-year supervisory probationary period is required if applicant selected has not previously met this requirement.
5. Applicants who are not currently SOFA (Status of Forces Agreement) sponsored **MUST** be able to meet **JAPANESE IMMIGRATION** requirements and SOFA eligibility requirements prior to appointment
6. Those eligible for only an Overseas Limited Appointment (OSL) may be appointed for a period of not to exceed 5 years. [\(Use only for permanent positions when the AOC includes "other US citizens for which there is an appointing authority"\)](#)
7. Must have or be able to obtain a security clearance.

DUTIES: Operates and administers the Main Base Child Development Center Programs. Develops program/curriculum with staff ensuring a balance is maintained in daily routines to include a proportionate amount of active and passive activities as well as teacher and child initiated activities. Develops age appropriate programs to assist children in achieving emotional growth, self-control, and understanding. Participates in developmental assessment of children as needed. Interacts with parents, staff and children on a daily basis. Performs periodic checks throughout the day to ensure safety and sanitation guidelines are met as outlined in OPNAVINST 1700.9D and all pertinent SOPs. Recommends and initiates personnel staffing actions. Rates employees performance evaluations. Prepares and/or maintains required records and reports. Assists in determining equipment and material needs assists in the preparation of Appropriated and Non-Appropriated fund budgets.

BASIC REQUIREMENTS: Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study or specific course requirements. Child Development Center Director positions with the Department of the Navy; the education must have been in child development, early childhood education, home economics (early childhood emphasis), elementary education, special education, or other fields appropriate to the position to be filled. Education in child care administration, in addition to the above fields, is qualifying, and qualifying education in special education must have had a concentration in early childhood education.

QUALIFICATION REQUIREMENT: Two years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree **OR** one year of specialized experience equivalent to at least GS-7.

SPECIALIZED EXPERIENCE: Must have been in group child care or other work that demonstrated the ability to: Manage the operation of a child care center. Select, train, and supervise child care and preschool employees, family child care providers, or other care-giving adults. Develop and implement child development programs, including family day care programs, part-day preschool programs, and before and after school programs. Work with individuals and groups to solve complex problems related

to the care and education of children.

TIME-IN GRADE (TIG) REQUIREMENTS: Applicants subject to time-in-grade restrictions must meet OPMs TIG requirements (Ref: Title 5 CFR 300.601).

EVALUATION FACTORS: Applicants who meet the minimum qualification requirements will be rated on the following job related Knowledge, Skills and Abilities (KSAs). Applicants are strongly encouraged to address how their experience demonstrates each of these factors to receive full consideration.

1. Knowledge of the principles, concepts, techniques in managing a Navy child development center or its civilian equivalent.
2. Ability to manage the operation and maintenance of a child development center including program budgets, income and expenditures.
3. Knowledge of developing, evaluating and implementing early childhood developmental programming. Knowledge of standards as set by national association for the education of young children.
4. Ability to conduct interviews, select, train and supervise employees and/or Volunteers.
5. Knowledge of or experience with U.S. Civil Service and/or Non-Appropriated fund employment regulations.
6. Knowledge of fire, safety and sanitation regulations as they apply to Navy child development centers or their civilian equivalents.

INQUIRIES REGARDING THIS VACANCY: Call HRO at 252-3881/3837 .

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement. *Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply, if the area of consideration extends beyond the Department of Defense. (Ref: Veterans Employment Opportunity Act of 1998 (VEOA98))*

HOW TO APPLY: Application and forms must be received in the Human Resources Office, Sasebo Satellite, PSC 476 Box 54, FPO AP 96322-0020, Building PW 47, by the closing/cut-off date of the announcement. Applications may be submitted at the Customer Service Desk, Building PW47, between the hours of 08:00 am. to 16:00 p.m., Monday through Friday. Postmark dates will not be accepted. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. Applications and attachments will not be retrieved for duplication or for return. Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying. E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

FORMS REQUIRED:

1. [OF 612](#) - Optional Application for Federal Employment, resume, Application for Federal Employment (SF-171) or other written format. **Those using a resume or other written format should refer to the flyer [OF 510](#) - "Applying for a Federal Job" for required information.**
2. **Resume and alternative forms of applications MUST contain the following:**
 - Announcement number, title and grade of the job for which you are applying.
 - Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
 - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
 - Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
 - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
 - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses,

- honors, awards, and special accomplishments.
 - An original signature and date.
- 3. Supplemental Experience Statement or separate sheet addressing KSAs (knowledge, skills & abilities) or QRF (quality ranking factor) as required by the announcement.
- 4. Copy of most recent performance appraisal.
- 5. ***SF-50 copy - If current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.**
- 6. DD-214 indicating type of discharge (Member 4 copy). If claiming 10-point Veterans' Preference, submit an SF-15 and VA letter or certificate (dated within one year). Required if area of consideration includes VRAs or 30% Disabled Veterans and VEOA 98 eligibles.
- 7. **Supplemental questionnaire** - to be attached with your application.
- 8. Male candidates born after December 31, 1959 must submit **PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION** form. For further information: <http://www.sss.gov>.
- 9. Copy of Sponsor's **PCS orders** and **Dependent Entry Approval**.
- 10. All other forms and information required in the specific vacancy announcement, including any additional forms or information applicable to your specific situation as outlined below.

QUALIFICATION REQUIREMENTS: Evaluation will be based on OPM approved qualification standards for the specific occupational series. **Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

TIME-IN-GRADE REQUIREMENTS: Applicants must meet OPM time-in-grade requirements for promotion to General Schedule positions in the competitive service. TIG restrictions apply to any candidate who within the previous 52 weeks held a General Schedule (GS) position under nontemporary appointment in the competitive service.

An individual moving from an excepted appointment to another excepted appointment is NOT subject to TIG.

EDUCATION: When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** provide documentation or proof that he/she has met the education provisions with their application (Acceptable documentation/proof: official transcripts OR statement from institutions registrar, dean, or other appropriate official for **ALL** institutions attended). Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards.

EVALUATION METHOD: Information contained in the application to include KSAs, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. Applicants who meet the minimum qualification requirements will be rated on the job related KSA's to identify the best-qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP): Candidates claiming MSP/FMP must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference. Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Applicants claiming MSP **MUST** address the knowledge, skills, and abilities (KSAs) listed in this announcement. Family members of locally hired DoD civilian employees are not eligible for family member preference.

VETERANS' PREFERENCE: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the Vet Guide that may be found on the United States Office of Personnel Management web site: www.opm.gov

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles, who may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to nonselect all candidates or to select from other sources during the recruitment process.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade that occur in the same activity within 90 days of the selection/closing date of the announcement.
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Initial tour of duty is 36 months. Family members are tied to the sponsor's tour.
- Waiver must be obtained prior to commitment or appointment for selection of a retired military candidate within 180 days of retirement from military service.
- Locality pay does not apply in the overseas area.
- Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at anytime without advance notification. Applicants who are currently employed overseas and are receiving allowances and benefits will be eligible for such allowances and benefits.
- Military members separating from the military must be within 120 days of the separation date in order to be considered for this position. Must provide separation orders or other document that verifies the separation date.
- Selectees may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Robert Nolan, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 0468-21-1911, extension 243-8187.